



OFFICE OF POLICE ACCOUNTABILITY

Closed Case Summary

Complaint Number 2017OPA-0198

Issued Date: 09/11/2017

Named Employee #1	
Allegation #1	<u>Seattle Police Department Manual</u> 5.001 (3) Standards and Duties: Employees Must Attend All Mandatory Training (Policy that was issued April 1, 2015)
OPA Finding	Sustained
Final Discipline	Oral Reprimand

INCIDENT SYNOPSIS

The Named Employee did not complete mandatory training.

COMPLAINT

The complainant, the Compliance Bureau, alleged that the Named Employee did not attend the mandatory 2016 CPR/AED per ASHI standards training.

INVESTIGATION

The OPA investigation included the following actions:

1. Review of the complaint memo
2. Search for and review of all relevant records and other evidence
3. Interview of SPD employee

ANALYSIS AND CONCLUSION

Manual Policy 5.001(3) states that “[e]mployees will attend mandatory training and follow the current curriculum during the course of their duties.” The sole exception for missing training is for those officers who are on approved light or limited duty and have received a waiver from a supervisor. Employees that have missed mandatory trainings as a result of excused absences are required to make arrangements through their supervisor to complete the trainings within a reasonable timeframe.

On October 25, 2016, Special Order SO16-028 announced that all SPD employees were required to take the mandatory 2016 CPR/AED per ASHI standards training. The training commenced on November 2, 2016, and was scheduled to take place daily until December 22, 2016. On December 14, 2016, Special Order SO16-028-A announced that the training had been extended until December 29, 2016. The trainings were held until that date.

SPD’s Compliance Bureau, which initiated this complaint with OPA, confirmed that Named Employee #1 did not attend this mandatory training. The mandatory training was offered on 44 days during the period of November 2 through December 29. Further, the training was offered at multiple times on each of those 44 days. SPD’s Payroll Unit indicated that Named Employee #1 worked 31 of the 44 days on which the training was offered. The unit where Named Employee #1 was assigned at this time had a team training on December 8; however, Named Employee #1 missed that training because he was out on vacation.

At his OPA interview, Named Employee #1 stated that he did not take the training early in the period because his unit was very busy. Named Employee #1 then planned to take the training on the last day of the extended period, but his unit received a call-out and he was unable to do so. Named Employee #1 stated that, prior to going out with his unit, he emailed a supervisor to determine if there was any make-up course he could take if he missed the session on the last day. When he returned from the call-out, he stated that he saw a response from the supervisor telling Named Employee #1 that he could take a course at a time other than the scheduled periods on that day, but that it needed to be completed by midnight on December 29. Named Employee #1 did not complete the training before the midnight deadline and he did not try to reschedule the training for a date after December 29 because he did not know that it was possible to do so. Named Employee #1 told OPA that both he and the supervisor both searched for but could not locate these emails.

Based on the evidence in this case, Named Employee #1 failed to take a mandatory training, he was not on approved light or limited duty and did not have a waiver, and he did not receive permission from a supervisor to take a make-up training after the deadline.

FINDINGS

Named Employee #1

Allegation #1

A preponderance of the evidence showed that Named Employee #1 did not complete the mandatory training. Therefore a **Sustained** finding was issued for *Standards and Duties: Employees Must Attend All Mandatory Training*.

Discipline Imposed: Oral Reprimand

NOTE: The Seattle Police Department Manual policies cited for the allegation(s) made for this OPA Investigation are policies that were in effect during the time of the incident. The issued date of the policy is listed.